

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Regulation 600-8-1

13 September 1996

PROCEDURES PERTAINING TO DECEASED MILITARY PERSONNEL

FOR THE COMMANDER:

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History. This publication was last printed on 9 January 1995. This printing publishes changes made since that date.

Summary. This is a revision of a current regulation. It implements the procedures pertaining to deceased military personnel within the Fort Belvoir Casualty Area Command (CAC).

Applicability. This regulation applies to all units (active and reserve), activities and tenant units assigned and/or attached to Fort Belvoir.

Suggested Improvements. The proponent for this regulation is the Adjutant General, U.S. Army Garrison, Fort Belvoir, Military Personnel Division, Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Office of the Adjutant General, U. S. Army Garrison, Military Personnel Division, ATTN: ANFB-PEM-O, 5815 20th St., Fort Belvoir, VA 22060-5920.

*This regulation supersedes FB Regulation 600-8-1, 9 Jan 95.

1. PURPOSE. This regulation establishes policy, responsibility, and procedures for notification of the next of kin (NOK), arrangements and mortuary services, and related activities pertaining to deceased personnel.

2. SCOPE. This regulation applies to actions required in the event of a military death occurring within the Fort Belvoir area of responsibility as defined by AR 5-9 and applies to:

a. Military personnel stationed at Fort Belvoir, both Active and Reserve Component.

b. Active component personnel not stationed at Fort Belvoir and retired Army personnel whose death occurs in the Fort Belvoir Casualty Area Command's (CAC) designated geographical area of responsibility.

c. Military personnel assigned outside Fort Belvoir and the primary next of kin (PNOK) or secondary next of kin (SNOK) reside in Fort Belvoir's geographical area of responsibility.

3. RESPONSIBILITIES.

a. The Military Personnel Division will exercise general staff responsibility for all actions pertaining to the disposition of death cases, ensuring that they are processed correctly and expeditiously. Actions are as follows:

(1) Promptly inform the Mortuary Officer and the Casualty Branch at U.S. Total Army Personnel Command (PERSCOM) when a death has occurred in the Fort Belvoir area of responsibility.

(2) Prepare and maintain standard operating procedures applicable to each category of personnel listed in paragraph 2, above.

(3) Brief and dispatch a Casualty Notification Officer (CNO) as required by AR 600-8-1.

(4) Ensure that commanders of deceased military personnel expeditiously prepare and dispatch letters of sympathy or condolence to the NOK.

(5) Maintain current policy files for use by the Fort Belvoir Installation Staff Duty Officer (ISDO) and the AG On-Call Casualty Officer during non-duty hours. During non-duty hours the AG On-Call Casualty Officer will ensure that the CNO is briefed in accordance with AR 600-8-1.

(6) Dispatch correspondence and messages in a timely fashion.

(7) Designate and brief an officer to assume the duties of the AG On-Call Casualty Officer during non-duty hours.

(8) Military Personnel Division Mortuary Officer will:

(a) Provide authorized mortuary services.

(b) Prepare and dispatch all required reports and correspondence.

(c) Notify holding agencies to release remains as authorized by the NOK in cases where contract services are used.

(d) Provide shipping schedules as required.

(e) Brief escort personnel on how to complete required documentation.

(f) Assist NOK in preparing and forwarding documents to PERSCOM for reimbursement of transportation expenses for family member and/or retiree death.

b. The Chief, Logistics Support Division, Directorate of Logistics, will:

(1) Provide required transportation for the Mortuary Officer, escorts, CNO, CAO and Chaplain.

(2) Schedule shipment of remains.

(3) Furnish documents to the Mortuary Officer for movement of remains.

c. Directorate of Contracting will contract for supplies and services as may be necessary to support requirements and will monitor contracts awarded to ensure contractors are reimbursed promptly.

d. The Provost Marshal will:

(1) Coordinate with civil authorities in accidental or unnatural cases of death occurring on the installation involving civilians and in all cases concerning persons listed in paragraph 2, above, occurring off the installation.

(2) Furnish other military police support in accidental and unnatural cases of death, as required.

e. The Installation Safety Officer will furnish required support in accidental cases of death.

f. The Staff Judge Advocate will furnish legal assistance as required to Summary Court Officers and CAOs.

g. The Staff Chaplain will furnish a Chaplain to escort the Notification Officer when notification is being made to the PNOK of an active duty person.

h. The Summary Court Officer will dispose of personal property of the deceased and perform other duties as required by AR 600-8-1.

i. The CAO will perform duties prescribed by AR 600-8-1.

j. Commanders of deceased soldiers residing in the barracks will release to the Mortuary Officer clean articles of clothing (Class A uniform with all authorized decorations, a pair of socks, t-shirt, underwear, belt and buckle).

4. PROCEDURES. Upon receipt of notification of a death, the commander of the deceased, or the commander of the Army hospital where the death occurs will contact casualty office or the AG On-Call Casualty Officer.

5. REFERENCE: AR 600-8-1, dated 20 Oct 94, subject: Army Casualty Operations/Assistance/Insurance.